

**MEETING TITLE: CHILD CARE COORDINATING COMMITTEE (STEERING COMMITTEE)****DATE: December 8, 2003**

MEMBER ATTENDEES: Agda Burchard, Sherrie Cowen, Jean Bombardier, Deanna Houck, Robin Boehler, Linda Tyner, Nancy Gerber, Lisa White, Elizabeth Bonbright Thompson, Mari Offenbacher, Lori Grevstad, Marijo Olson, Rachael Langen, Bret Jensen, Leslie Edwards-Hill, and Frances Jorden, staff

GUESTS: Bret Jensen, DCCCL Communications Manager, Jane Reisman and Bill Leon of Organizational Research Services, Shannon Payne, Child Care Resources and Paula Steinke, Children's Services of Sno-Valley

ISSUES	DISCUSSION	DECISIONS	FOR ACTION
<b>Introduction</b>	Introduction of members. Members said their farewell to Leslie Edwards-Hill who staffed the CCCC and the steering committee this year. Each of the members had an opportunity to express their "thank you" to Leslie and members welcomed Frances Jorden, new staff at DCCCL Headquarters who will be staffing the CCCC.		
<b>Agenda</b>	Group reviewed agenda.	There was a slight change in the agenda for today's meeting. Elizabeth Bonbright Thompson switched time slots from 2:30pm to 10:00am and discussion of CCCC annual meeting agenda was moved to the afternoon agenda.	Motion to approve agenda
<b>Annual Report and Briefing Update</b>	<p>Elizabeth Bonbright Thompson did a brief presentation on the CCCC's Annual Report. There were four pre-print mock up copies distributed during this meeting. Distribution of the final annual report to CCCC members and interested parties will be completed on or after December 12th. There is a full report that is 26 pages long and an Executive Policy Brief that accompanies the report that is four pages long. This year's report was written by Susan Kavanaugh.</p> <ul style="list-style-type: none"><li>• The body of the report focuses on the following: make more of new voices, connections, importance of pre-K to 12; Government and OSPI pulling together for Kindergarten readiness; statewide universal pre K system.</li><li>• Report has an outcome based, highlighted local profiles, recommendations and easy to read pages.</li><li>• Annual report to be presented during the January 2<sup>nd</sup> Legislative Session.</li><li>• The CCCC will be hosting a meeting for key legislative and agency</li></ul>		

	<p>policy and fiscal staff on December 15<sup>th</sup> in Olympia. This will provide time to dialogue between the House and the Senate and OFM and agency staff on the findings in the CCCC Annual Report and related legislative issues.</p> <p>There was a suggestion to lists members of the 4C's in the annual report.</p> <p>Question regarding the distribution of the report?</p> <p>There was a question whether the report will be published in the website?</p> <p>There will be 1000 copies of the printed report and 800 copies of the executive summary.</p>		<p>The cover letter will include the list of members as well as accomplishments of CCCC.</p> <p>It was suggested to approach ESD—they have a courier service to Elementary, Middle and High School.</p> <p>Annual report will be in the website in the near future. Someone will notify Bret Jensen, DCCEL communication manager.</p>
<b>Healthy Child Care Washington/ Early Childhood Comprehensive Systems Grant</b>	<p>Lori Grevstad gave a brief presentation regarding Campaign of Healthy Child Care and recent work with Organizational Research Services. The highlight of the presentation were:</p> <ul style="list-style-type: none"> <li>➤ Campaign started in 1995-96 to promote system development of infant toddler care and healthy development.</li> <li>➤ Evolved from counting outputs to real outcomes.</li> <li>➤ Distributed a four page Executive Report conducted by Organizational Research Services. The report was 100 pages with significant outcome data in evaluating statewide issues related to healthy child care in Washington.</li> <li>➤ The study utilized effective and sustainable community approach.</li> <li>➤ Building capacity, TN assistance, pushed for an outcome based with tangible data for counting changes. Used a 30 day feedback form.</li> <li>➤ Clarification of the role of “health” in early childhood.</li> </ul> <p>Jane Reisman and Bill Leon of the Organizational Research Services provided the group with a brief power point presentation.</p> <ul style="list-style-type: none"> <li>▪ Positive feedback from the providers that participated in this study, i.e., That they do have knowledge regarding subject matter being discussed.</li> <li>▪ Discussed the priority issues in child care setting i.e., Communicable disease is one of the prevalent topics of concern for providers during this study.</li> </ul> <p>Members had the opportunity to ask questions or provide comments. For</p>		

	<p>example it was suggested that during the months of the study being conducted there was an increased of pertussis during that time. Perhaps this was associated with communicable disease as one of the highest percentage of most prevalent topics for providers. There was also a question involving demographics i.e., Ethnic identity of the subjects – at this time the study did not cover demographics. However, presentors agreed that this was an important item to consider next time.</p> <ul style="list-style-type: none"> <li>• Please refer to the executive summary for further details/specifics of this study.</li> </ul>		
<b>Sparkling Connections</b>	<p>Family, Friend and Neighbor (FFN) Care Givers. Presented by Shannon Payne of Child Care Resources and Paula Steinke of Children's Services of Sno-Valley.</p> <ul style="list-style-type: none"> <li>❖ Presentation started with an ice-breaker activity using sets of puzzles. The group was asked to pick two pieces of puzzles. Members were asked to find the missing puzzle piece around the table. The purpose of this exercise was to relate the "finding the puzzle" to finding quality child care.</li> <li>❖ FFN Care is defined as a regularly occurring, non parental unlicensed care (paid or unpaid). This is a legal child care—the service that they provide is focused on providers operating legally.</li> <li>❖ Focuses on system building by networking.</li> <li>❖ Percentage of family/relatives as care givers is higher than percentage of friends and neighbors.</li> <li>❖ Project Lift-Off Opportunity Fund—a private and public funding collaborative, the purpose of which is to optimize the potential of all children beginning at birth through pre teens.</li> <li>❖ Children Services of Sno-Valley provides the FFN services—care giver and parent trainings, support groups, mini-grants, LIPSER, and Chinese Information Services Center.</li> <li>❖ Introduced the tool kit for agencies to provide technical assistance to FFN care givers.</li> <li>❖ Members were divided into two groups to discuss case scenarios – this provided an opportunity to dialogue between members and presenters regarding the different issues in the case scenarios and what support FFN providers needed.</li> </ul> <p>Presenters distributed a packet of information regarding understanding family, friend and neighbor care. At the end of the presentation, the group was divided into different groups to discuss cases/scenarios and what could be helpful for these providers.</p>		
<b>Annual Meeting Agenda / Membership Update</b>	Passed membership application		Tabled not enough members from the steering committee to approve the membership application.

	<p>Minutes from September 2003 Steering Committee was distributed. Annual CCCC meeting to be held at Olympia ESD. Discussed the events of the Annual Meeting: In the morning we will have a panel - each panel member will have seven minutes to present.</p> <p>Marsha Fraser—will be involved as a consultant/facilitator for the annual meeting.</p> <p>Refreshments—pay by check and CCCC will pay for the difference.</p> <p>Barbara attempted to contact Rebecca via telephone calls to see whether she is still interested in her membership with the 4C's.</p> <p>Reminder that who ever volunteered to contact members that have not been attending to please follow up</p> <p>Discuss the need for Labor and Industry representation.</p> <p>Review CCCC Policies, Procedures and Background document (includes FAQ, travel and conflict of interest).</p>		<p>Delete Federal presentation and Rachael will do a one page handout.</p> <p>Elizabeth will contact Kyle or Jill—Chief of Police of Seattle.</p> <p>Barbara to send letter to Rebecca.</p> <p>Chair will look at this issue.</p> <p>Check with Donna, DSHS-finance and DCCEL staff to review report with Agda.</p>
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